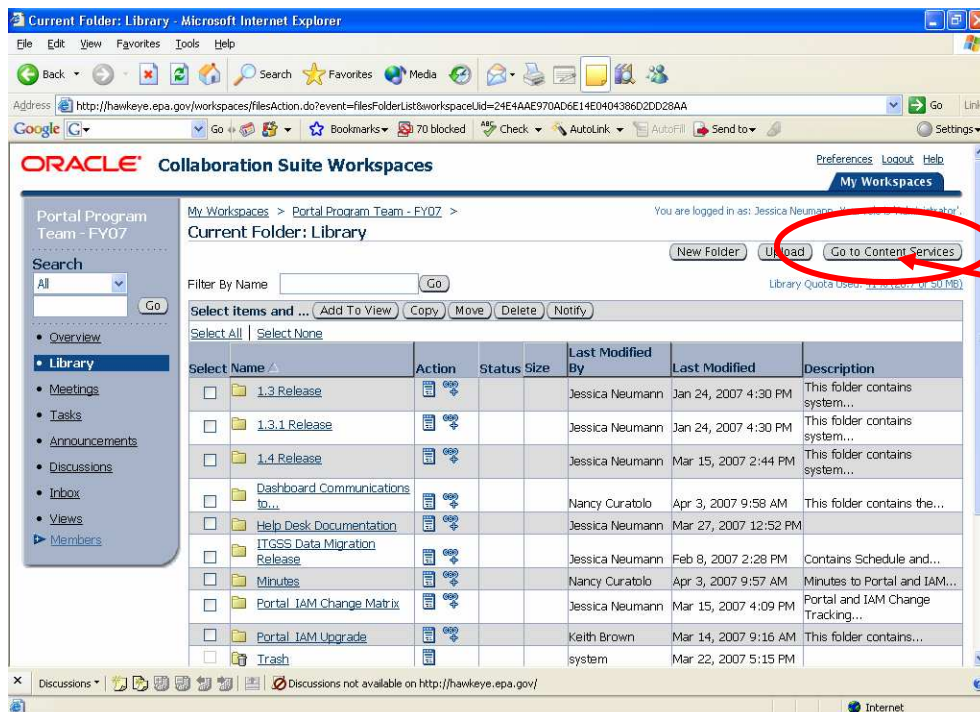Oracle Collaboration Suite (OCS) allows you to save the history of modifications made to documents stored in OCS workspaces by enabling the versioning function. This document outlines how to utilize the versioning function.

How Do I Enable Versioning?

In order to utilize the versioning function, you must first enable this feature for your Workspace using Content Services. You may access Content Services though an existing Workspaces by clicking on the Library link in the Workspace's left navigation bar and clicking on the "Go to Content Services" button in the right corner (see Figure 1).

Figure 1: Accessing Content Services from the Workspace Library

You can also access Content Services through the **Content Services** portlet located on *Team Resources* page by clicking the Content Services link in the portlet header or one of the recent files listed in the portlet (see Figure 2). The *Content Services* screen will be displayed as shown in in Figure 3 below.
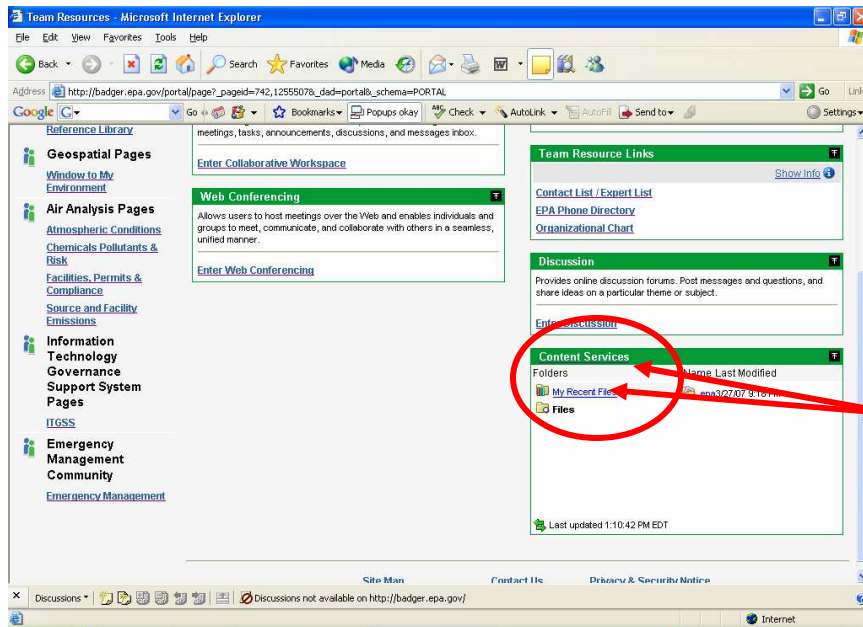
To access Content Services from the Team Resources page, click Content Services in the portlet header or one of the folders listed within the portlet.

Figure 2: Accessing Content Services from the Team Resources Page

Once on the Content Services screen, you can enable versioning by following the steps outlined below.

1. Right click on the Workspace in which you would like to employ versioning (see Figure 3). A pop-up screen will be displayed (Figure 4). Select the Versioning tab on that screen, as shown in Figure 4.
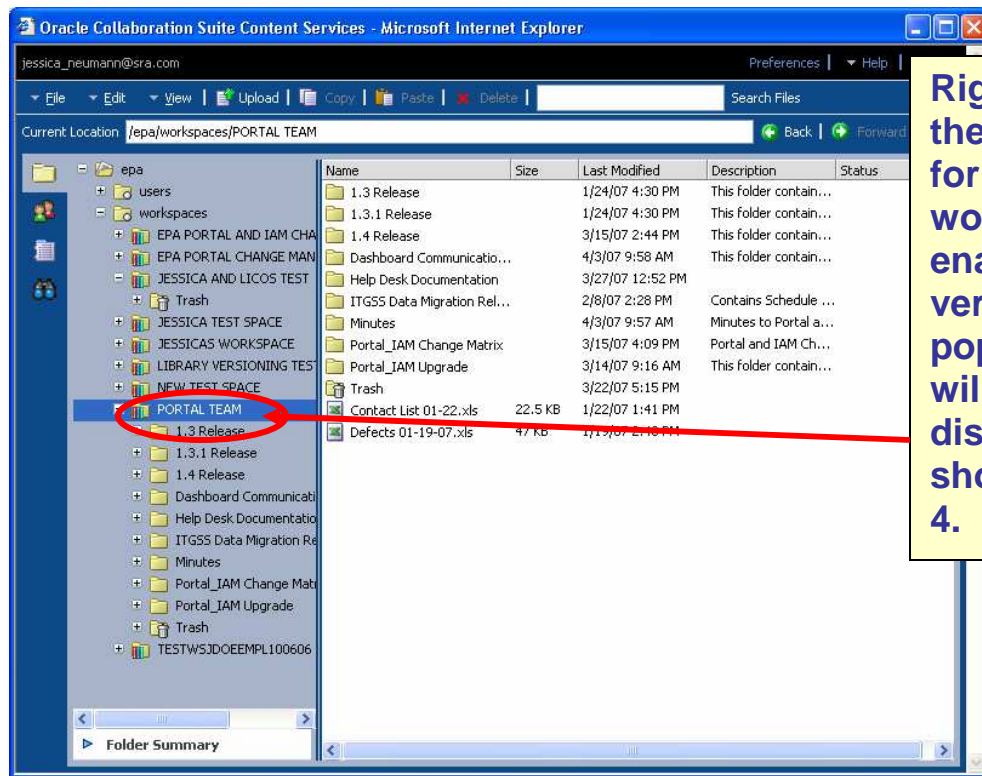
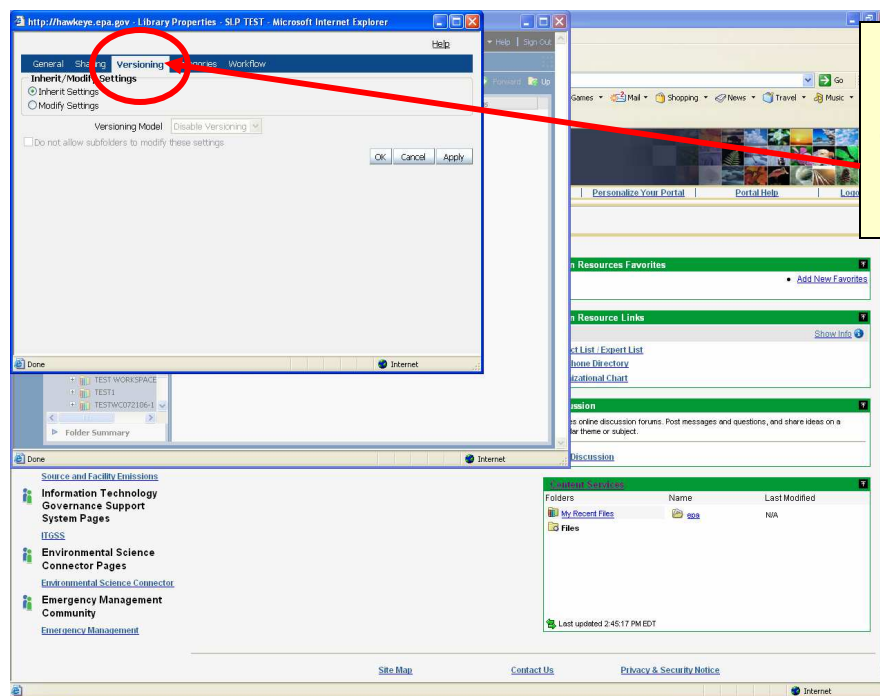**Figure 3 Selecting a Workspace from Content Services**

Right click on the Workspace for which you would like to enable versioning. A pop-up screen will be displayed as shown in Figure 4.

Figure 4: Enabling Versioning

Select the Versioning tab from the pop-up screen.

2. Select the "Modify Settings" button. The Versioning Model drop down menu will allow you to select the kind of versioning capability that best suits your Workspace. You may select:
   a. Auto Versioning: for each version that is created, a version number will automatically be generated for that document.
   b. Manual Versioning: each version will have to be manually numbered by the user creating the new version.

Figure 5: Versioning Settings

   c. Please note that with either type of versioning, you must select the maximum number of versions to keep. If the number of versions exceeds the given number, the oldest versions will be deleted as new ones are added. If you do not wish for your document to be purged when the maximum number is exceeded, you will need to manually prevent each version from being purged. See the section entitled, "How Do I Prevent My Versions from Being Purged?" below.

Figure 6: Versioning Restrictions

3. To ensure that versioning cannot be turned off for any sub-folders created within your Workspace, select the box to the left of the "Do not allow subfolders to modify these settings." Then, click "Apply" as seen in Figure 3.

How Do I Version a Document?

You may edit documents stored in your Workspace either by accessing the document through Content Services or through the Workspace's Library. To create versions of a document through either Content Services or the Workspace Library, follow the steps below.

1. Open the document that you would like to modify either from Content Services or the Workspace Library.
2. Make the desired changes to the document.
3. Click "Save As" and save it with the exact same file name as the previous version.
4. Upload the document again through either Content Services or the Workspace Library.
5. If you are accessing the document through Content Services, the status reads "Versioned." (See Figure 7.) To view the different versions of this document, highlight the document name, and right click. A menu will be displayed allowing you to select "Version History." The Version History screen is displayed (see Figure 8). Click the Version ID link to view each version of your document.
6. If you are accessing the document through the Workspace Library, you will see the versioning icon displayed in the Status column of the Library (see Figure 9). Double click on this icon to access the prior versions of this document through the Version History screen as shown in Figure 10.
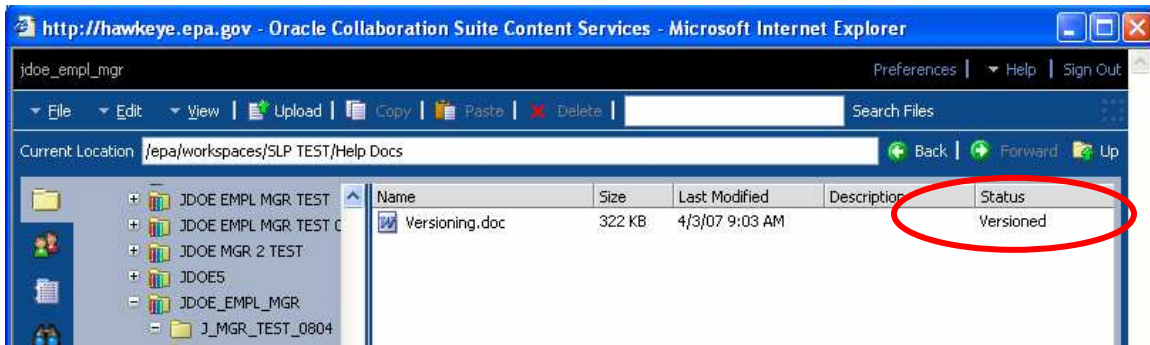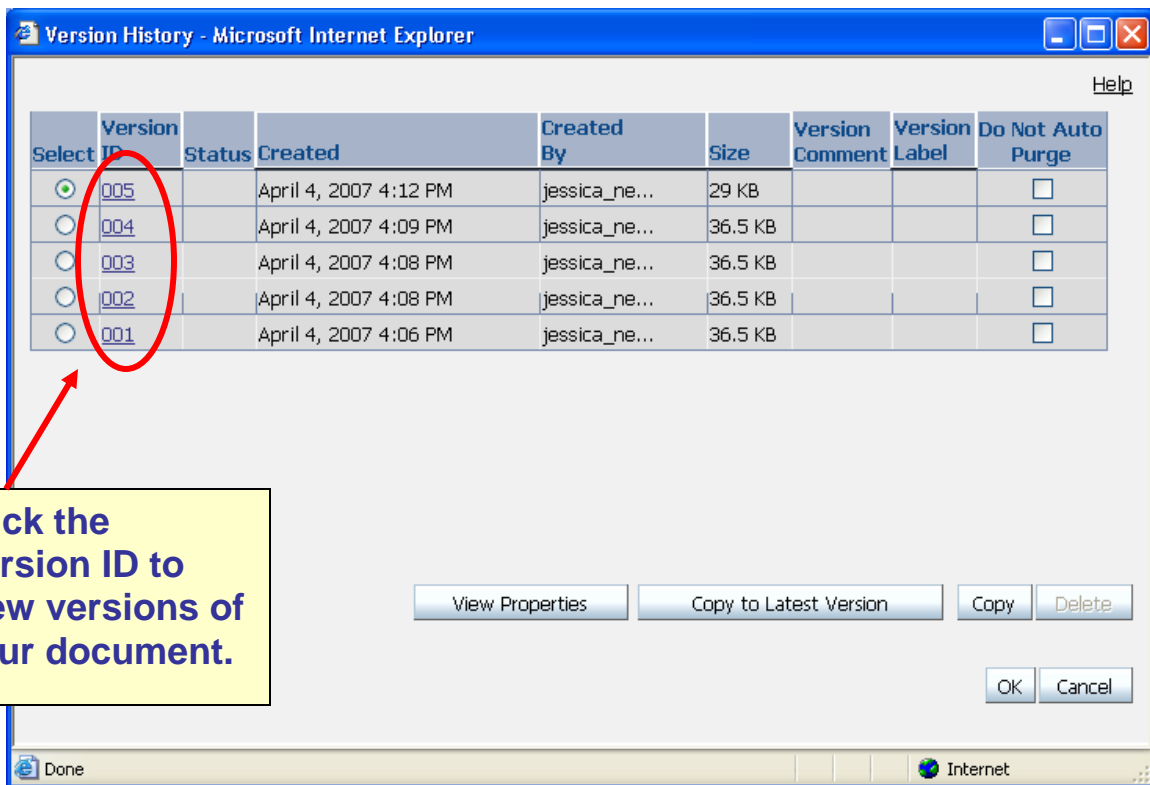
Figure 7: Versioned Document

Click the Version ID to view versions of your document.

Figure 8 Version History Screen

Double click the Versioning Icon to access prior versions of your document. The Version History will be displayed as shown in Figure 10.

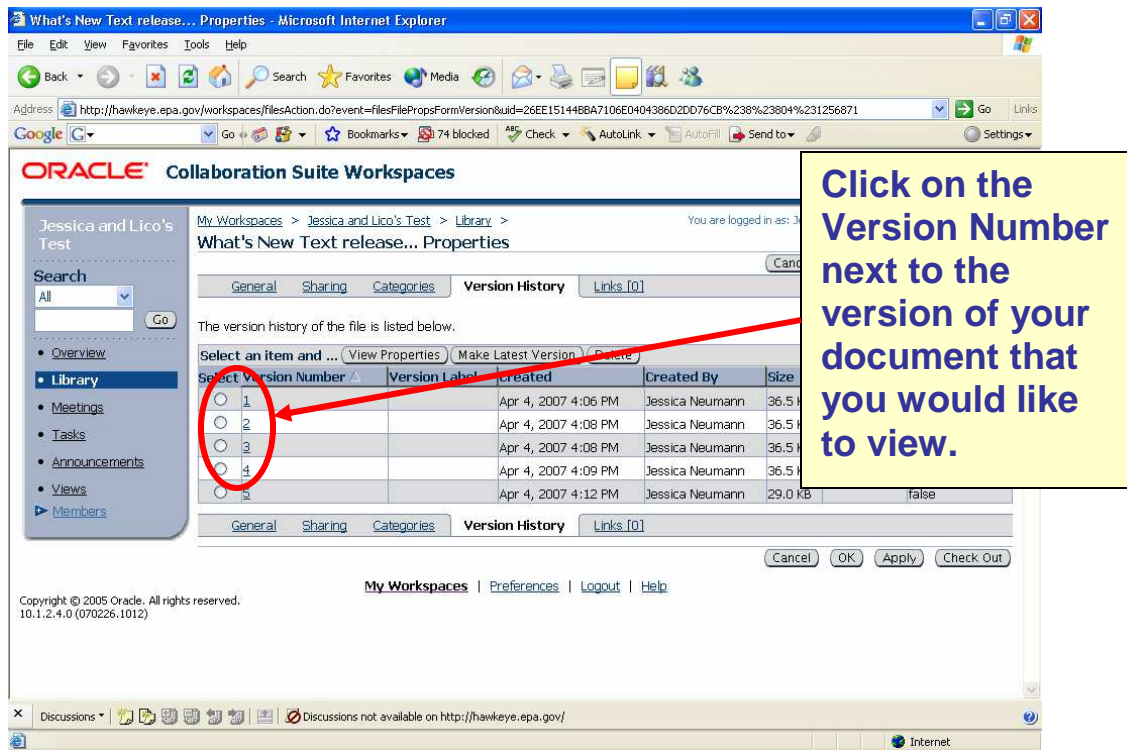**Figure 9: Viewing Version History from the Library**

Figure 10: Version History

How Do I Prevent My Versions from Being Purged?

You can prevent versions of your documents from being purged when the maximum number of versions being kept is exceeded by clicking the "Do Not Purge" flag for each of the versions that you do not wish to purge. To do this:

From Content Services:
1. Highlight the document for which you would like to view version histories and right click. Select "Version History" from the pop-up menu. The Version History screen is displayed as shown in Figure 8 above.
2. Click the Do Not Auto Purge box next to the version that you do not wish to be deleted when the maximum number of versions is exceeded.

From the Library:
1. Double click the versioning icon as shown in Figure 9 above. The Version History screen is displayed as shown in Figure 10. Select the version that you do not wish to be deleted when the maximum number of versions is exceeded by clicking in the "Select" radio button next to the version name and click the "View Properties" button. The Version Properties screen is displayed as shown in Figure 11 below.
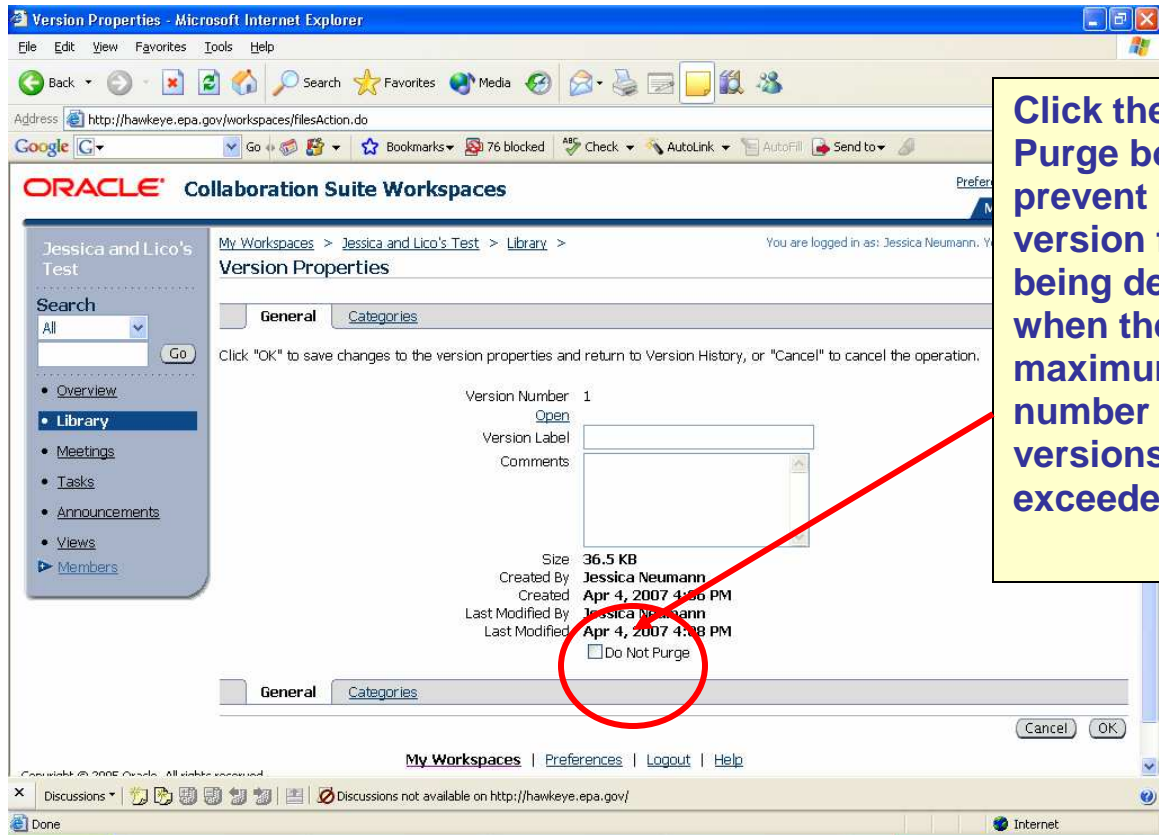2. Click the "Do Not Purge" box at the bottom of the screen.

Figure 11: Version Purge Prevention